

U.S. Department of Justice  
Office on Violence Against Women (OVW)



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# Updated OVW Fiscal Year 2014 Technical Assistance Program

## Solicitation

### Solicitation Release Date

This solicitation was released on  
or about **January 9, 2014**.

### Eligibility

Applicants are limited to nonprofit national, tribal, or statewide organizations and institutions of higher education. In rare circumstances, OVW will support projects from state, local or tribal governments or government agencies (e.g., police departments, prosecutor's offices, or probation departments), or local nonprofit organizations.

(See "Eligibility," page 5)

### Deadlines

**Application:** All applications are due by 11:59 p.m. Eastern Time (E.T.) on March 6, 2014.  
(See "Deadlines: Application," page 4)

**Registration:** To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with **Grants.gov** immediately, but no later than **February 13, 2014**.  
(See "Deadlines: Registration," page 4)

**Letter of Registration:** Applicants are strongly encouraged to submit a letter of registration to **Tosha.Preston@usdoj.gov** by **February 13, 2014**. This will ensure that applicants are well-positioned to successfully submit an application by the deadline. This letter will not obligate potential applicants to submit an application. Interested applicants who do not submit a Letter of Registration are still eligible to apply.  
(See “Deadlines: Letter of Registration,” page 5)

## **Contact Information**

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

In Fiscal Year 2014, OVW applications will be submitted through Grants.gov. For technical assistance with Grants.gov, contact the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2014-3702.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2014.

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# OVW Technical Assistance Program (CFDA 16.526)

## Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

## About the OVW Technical Assistance Program

Since 1995, OVW's Technical Assistance Program has provided OVW grantees with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing sexual assault, domestic violence, dating violence and stalking. OVW's technical assistance projects have offered in-person and online educational opportunities, peer-to-peer consultations, site visits and tailored assistance that have allowed OVW grantees and potential grantees (those entities that are eligible for OVW grant programs) to learn from experts and one another about how to respond to crimes of violence against women effectively. In more limited circumstances, OVW's technical assistance projects have offered technical assistance to a small number of pilot sites through demonstration initiatives and/or for assessments of newly developed training curricula or tools.

The primary purpose of the OVW Technical Assistance Program is to provide direct technical assistance to existing and potential grantees and sub grantees to enhance and support their efforts to successfully implement projects supported by OVW grant funds. In addition, OVW is focused on building the capacity of criminal justice and victim services organizations to respond effectively to sexual assault, domestic violence, dating violence and stalking and fostering partnerships among organizations that have not traditionally worked together to address violence against women.

As part of its commitment to improve, OVW receives feedback on a regular basis from its grant recipients so that the technical assistance can be enhanced and refined as necessary to meet these needs.

For additional information on the Technical Assistance Program, including what past Technical Assistance Program grantees have accomplished with their grant funds and to view the Technical Assistance Program performance measures, see <http://muskie.usm.maine.edu/vawamei/taprovidermain.htm>.

## Deadlines

### Application

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on March 6, 2014**. Applications submitted after **11:59 p.m. E.T. on March 6, 2014** will not be considered for funding. Applicants experiencing difficulties submitting an application should refer to the Experiencing Unforeseen Technical Issues section on page 16 of this solicitation.

**Failure to begin the registration or application submission process in sufficient time is not an acceptable reason for a late application submission. It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. After application submission, Authorized Organization Representatives (AOR) should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.**

Note: For applicants without Internet access, who cannot submit an application electronically, please contact **Tosha Preston at (202)307-6026** no later than **February 13, 2014** to request permission to submit an application by alternative means.

### Registration

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with **Grants.gov** immediately, but no later than **February 13, 2014**.

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once you have completed the D&B registration, your DUNS Number should be available the next business day.

In Fiscal Year (FY) 2012, the System for Award Management (SAM) replaced the Central Contractor Registration (CCR) as the government-wide registry for vendors doing business with the federal government. **All applicants must register with SAM and renew their registration annually.** The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Applicants must be **registered and current** with the SAM registration and with **Grants.gov** prior to submitting an application. Applicants should begin the process immediately to meet the

**Grants.gov** registration deadline, especially if this is the first time using these systems. It is strongly recommended that applicants begin the registration process no later than **February 13, 2014** in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. For more information on the process of registering with SAM and **Grants.gov**, please see the How To Apply section on page 12.

### **Letter of Registration**

Applicants intending to apply for FY 2014 funding under this program, are strongly encouraged to submit a letter of registration. The letter should state that the applying organization is registered and current with the SAM and with Grants.gov. The letter should be submitted to OVW at [OVW.TechAssistance@usdoj.gov](mailto:OVW.TechAssistance@usdoj.gov) by **February 13, 2014**. This will ensure that the applicant is well-positioned to successfully submit a proposal by the application deadline. This letter will not obligate the applicant to submit an application. See Appendix B for a sample Letter of Registration.

## **Eligibility**

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

### **Eligible Entities**

Eligible entities for this program are nonprofit national, tribal, or statewide organizations and institutions of higher education. In rare circumstances, OVW will support projects from state, local or tribal governments or government agencies (e.g., police departments, prosecutor's offices, or probation departments), or local non-profit organizations. Eligible applicants must have the capacity, including the staffing expertise, resources, and/or appropriate partnerships necessary to provide training and technical assistance on a national level. Applicants should partner with one or more organizations to ensure the appropriate expertise is available to implement the proposed project successfully.

Please note that OVW will not accept applications from individuals or for-profit organizations.

### **Nonprofit Organization Requirement**

Any nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code is not eligible for a grant from the Technical Assistance Program.

### **Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the Technical Assistance Program must also meet the requirement(s) below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2014 solicitation.

### **Types of Applicants**

In FY 2014, OVW will accept applications for the Technical Assistance Program from the following:

New: applicants that have never received funding under the Technical Assistance Program or whose previous funding has expired more than 12 months ago.

Continuation: applicants that received funding under the Technical Assistance Program for a project that will end on/before April 2015. Continuation funding is not guaranteed.

Non-Competitive Comprehensive Technical Assistance Project Supplements

FY 2010, FY 2011, FY 2012 or FY 2013 designated comprehensive technical assistance providers that are eligible to seek supplemental funds non-competitively this fiscal year.

Please note, grant recipients that received new or supplemental funding for a targeted technical assistance project for **18, 24 or 36** months in FY 2013 are NOT eligible to apply for a supplemental technical assistance award.

## Award Information

All awards will be issued as cooperative agreements. Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and any conditions of the recipient's award.

### Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through the Technical Assistance Program becomes no longer available.

### Award Period

Competitive Targeted Technical Assistance Projects

The award periods for these cooperative agreements will generally be 12, 24, or 36 months. Therefore, **budgets must reflect 12, 24, or 36 months of project activity and the total "estimated funding" (block 15) on the SF-424 must reflect this amount.**

Competitive Comprehensive Technical Assistance Projects

OVW-designated comprehensive technical assistance projects may receive up to a total of five years of funding. Applicants selected to serve as comprehensive TA providers are eligible to receive an initial award for up to 24 months (depending on available funding) with the understanding that they can apply non-competitively for supplemental funding to support the remainder of the 60-month period and that awards would be made at the discretion of the OVW Director.<sup>1</sup> Some comprehensive technical assistance awards will be made for a shorter duration because of the limited amount of TA funding under the program supporting the award.

Non-Competitive Comprehensive Technical Assistance Project Supplements

Technical assistance providers designated by OVW in FY 2010, FY 2011, FY 2012, or FY2013 to serve as a comprehensive technical assistance provider, and that are eligible to apply for non-competitive supplemental funding for their comprehensive award in FY 2014, will receive an invitation to apply for a supplemental award through this FY 2014 Technical Assistance Solicitation. Award periods will range from 12 to 36 months and will depend on the number of months remaining in the organization's five-year comprehensive TA provider designation as well the availability of funding from the OVW program(s) from which the project will be supported. Each

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<sup>1</sup> A Comprehensive Technical Assistance Provider can lose their designation as a comprehensive provider based on poor performance, lack of continued need for the project, and available funding.



comprehensive provider should work with their individual OVW program specialist to determine the length and amount of this supplemental award.

Regardless of the award length outlined in the application, OVW reserves the right to make awards for a shorter or longer duration in order to meet the needs of the overall TA Program.

Budgets must reflect the number months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect the total number of months. FY 2014 applications for five-year comprehensive projects will only budget for the first 24 months.

### **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has limited funds available to support technical assistance, and therefore, **all applicants should be mindful and carefully consider all costs when developing their proposed budgets.**

OVW has the discretion to award cooperative agreements for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

### Competitive Targeted Technical Assistance Projects

Unless otherwise noted, funding levels for competitive targeted technical assistance projects are as follows:

- Twelve-month projects are eligible for up to \$225,000.
- Twenty-four month projects are eligible for up to \$425,000.
- Thirty-six month projects are eligible for up to \$600,000.

The budget amounts provided above represent caps. Applicants are strongly encouraged to carefully consider the funding necessary to implement a sound technical assistance proposal and to apply for less than the caps wherever possible.

### Competitive Comprehensive Technical Assistance Projects

Organizations applying for a new five-year comprehensive project should seriously consider the amount of money it will take to implement such a project, clearly present the costs and clearly justify all costs for the project. As mentioned above, FY 2014 applications for five-year comprehensive projects will only budget for the first 24 months of the project.

### Non-Competitive Comprehensive Technical Assistance Project Supplements

Funding levels for non-competitive comprehensive technical assistance supplemental awards will vary depending on the number of months remaining on the organization’s five-year comprehensive TA provider designation and the funding availability of the OVW program(s) from which the project will be supported. Comprehensive technical assistance providers should work with their program specialist to determine the scope of work for this supplemental award.

All projects targeting the STOP Violence Against Women Formula Grant Program, Sexual Assault Services Formula Grant Program or the Grants to State Sexual Assault and Domestic Violence Coalitions Program must include sufficient funds to cover grantee and subgrantee travel expenses for in-person training and technical assistance events.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed. Applicants should be aware that the amount of technical assistance funding available under each program does vary and should take this under consideration when developing their technical assistance proposal (e.g., larger programs may have more technical assistance funds available to serve a larger number of grantees).

## Program Scope

Activities supported by the Technical Assistance Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and the conditions of the recipient's award.

### Purpose Areas

OVW seeks applications that address the technical assistance topic areas identified below. All applications must predominantly serve the grant or subgrant recipients or potential grant or subgrant recipients of one or more OVW grant programs. An individual application should be very targeted in its focus.

**OVW will support ONLY the targeted initiatives listed below. Applications requesting to provide targeted technical assistance for issues other than those listed below will be removed from consideration.**

Organizations may submit applications covering multiple topic areas; however, they must submit separate and distinct applications for each project. For example, an applicant applying to provide training and technical assistance on identifying, investigating and prosecuting strangulation cases should apply separately if they also want to provide trial advocacy and/or litigation skills training for attorneys.

We understand that there may be other areas of technical assistance which are not covered by the purpose areas identified in this solicitation. However, with limited funding, we are targeting the greatest needs of OVW grantees. In addition, please keep in mind that OVW already supports a vast array of technical assistance projects. There are a number of existing projects that will continue to serve our grantees into FY 2015; and therefore we are not soliciting for support in those areas.

All technical assistance purpose areas identified below are reflective of OVW's priorities for fiscal year 2014.

In FY 2014, funds under the Technical Assistance Program may be used for the following purposes:

#### FY 2014 Competitive Targeted Technical Assistance Project Purpose Areas:

1. Provide training and technical assistance to STOP Administrators, judges and court personnel regarding implementation of the courts set aside in the STOP Program.

2. Provide basic and/or advanced training and technical assistance for community corrections professionals (i.e., probation, parole and pretrial services), and related court personnel on issues pertaining to domestic violence, including stalking, with a specific focus on community corrections strategies.
3. Provide basic and advanced training and technical assistance for law enforcement officers and other first responders on improving the response to and the investigation of sexual assault, domestic violence, and/or stalking. Technical assistance and training should address the needs of law enforcement officers, investigators and/or supervisors. Applicants should focus on the recipients and potential recipients of Rural, Arrest and Tribal grantees and STOP subgrantees.
4. Provide training and technical assistance to OVW grantees on identifying, investigating and prosecuting strangulation cases. (*Capped at \$300,000 for 24 months*).
5. Provide specialized training and technical assistance on the implementation of a multi-disciplinary model designed to address high risk sexual assault, domestic violence, dating violence and stalking cases as a way to reduce and prevent homicide.
6. Provide training and technical assistance on the implementation of multi-agency, multi-disciplinary co-located service center models designed to meet the needs of sexual assault, domestic violence, dating violence, and stalking victims.
7. Provide training and/or technical assistance to law enforcement, prosecutors, and victim services providers on accounting for survivors' needs, rights, and preferences in cases in which there are or were untested or backlogged sexual assault kits.
8. Provide training and technical assistance on the establishment of SANE programs to include encouraging best practices and innovative methods of ensuring access to and the provision of medical forensic examinations to all victims of sexual assault.
9. Assist OVW with the development of a *National Protocol for Sexual Assault Medical Forensic Examinations: Juvenile*. Based on the *National Protocol for Sexual Assault Medical Forensic Examinations: Adult/Adolescent*, "juvenile" is defined as "pre-pubertal children who require a pediatric exam." Assistance will include proposing a plan to get national input from relevant experts, organizing and hosting focus groups, drafting a proposed protocol, coordinating review of the draft protocol, and editing the protocol at OVW's direction.
10. Provide training and technical assistance on how to work with the faith community in rural or other targeted communities, and how to support the role of faith-based organizations to participate in a coordinated community response to violence against women.
11. Provide trial advocacy and/or litigation skills training for attorneys who represent victims of domestic violence, sexual assault, dating violence and stalking.
12. Provide basic and advanced training to attorneys and other multidisciplinary groups on civil legal remedies for sexual assault victims, in order to expand awareness of the need for legal advocacy and representation for sexual assault survivors.

13. Provide training and technical assistance to enhance and expand the capacity of non-lawyer legal advocates and victim service organizations to assist victims with immigration issues, including training and technical assistance regarding Board of Immigration Appeals accreditation and recognition.
14. Provide training and technical assistance to OVW grantees on how to provide legal assistance to victims of sexual assault in navigating the criminal justice system. This legal assistance may include, but is not limited to, assistance in criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole and probation) that impact the victims' safety and privacy.
15. Provide training and technical assistance on culturally relevant services for communities of color.
16. Provide training and technical assistance across OVW programs on culturally relevant services and access to criminal and civil justice systems for LGBT victims/survivors.
17. Provide training and technical assistance to STOP Administrators on the process of developing effective STOP implementation plans.
18. Provide training and technical assistance to OVW grantees serving victims of sexual assault, domestic violence, dating violence and stalking on the issues of safety and economic security, job development, sustainability of employment, and self-sufficiency, including the development of model job readiness and training programs.
19. Provide training and technical assistance to OVW grantees regarding Title VI of the Civil Rights Act, which requires OVW grantees to take reasonable steps to ensure that limited English proficiency (LEP) persons have meaningful access to their programs.
20. Create comprehensive on-line technical assistance resources on violence against women for college and university students, faculty, law enforcement and administrators.
21. Convene focus groups, roundtable discussions, and regional and national meetings on sexual assault, domestic violence, dating violence, and stalking on campus.
22. Provide basic and advanced training and technical assistance on prevention strategies on campus that includes research-informed strategies and promotes promising practices.
23. Provide training and technical assistance to primary and secondary schools on youth driven prevention and parental outreach strategies; school based policy development; and youth victim advocacy and services for victims of dating violence, domestic violence, sexual assault and stalking.
24. Provide training and individualized technical assistance to nonprofit OVW grantees and project partners to effectively manage, operate, and sustain their organizations. Technical assistance should include fiscal management; responsibility of board members; staff recruitment, development, and retention; and succession planning.

25. Provide training and technical assistance to tribal communities to increase tribal capacity to respond to instances of sex trafficking including safety planning for victims and developing interagency cooperation in responding to sex trafficking.
26. Provide training and technical assistance to tribal communities in providing services to address the needs of youth who are victims of domestic violence, dating violence, sexual assault, sex trafficking and stalking and the needs of youth and children exposed to these crimes.
27. Provide training and technical assistance to Tribal Domestic Violence and Sexual Assault Coalitions on non-profit board development, fiscal management and organizational accountability.
28. Provide training and technical assistance to Tribal Domestic Violence and Sexual Assault Coalitions to increase the coalitions' capacity to address sexual assault in tribal communities and to increase their knowledge and understanding of sex trafficking and how to address the issue.

#### FY 2014 Competitive Comprehensive Technical Assistance Project Purpose Area

In FY 2014, we will solicit new applications for the following two comprehensive topic areas:

- Comprehensive training and technical assistance for the Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Program.
- Comprehensive training and technical assistance for the Grants to Tribal Governments, to include maintaining and updating a list serve of all tribal government grantees, providing training for tribal law enforcement personnel on domestic violence, sexual assault, teen dating violence, stalking and sex trafficking, and coordinating with other OVW tribal TA providers to address tribal-specific needs.

#### FY 2014 Non-Competitive Comprehensive Technical Assistance Supplemental Awards

The scope of each comprehensive technical assistance award will be based on the continuation and/or enhancement of the project goals and objectives of the initial award and the identified needs of the grantees to be served. Comprehensive technical assistance providers should work with their program specialists to determine the scope of work for each supplemental application.

**OVW will support ONLY the continuation of existing previously designated comprehensive projects and new comprehensive initiatives listed above. Applications requesting to provide comprehensive technical assistance for issues other than those listed below will be removed from consideration.**

#### **Activities that Compromise Victim Safety and Recovery**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical

health condition, criminal record, work in the sex industry, or the age and/or gender of their children;<sup>2</sup>

- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Policies and practices that fail to encourage ongoing safety planning with all survivors.
- Policies and procedures that fail to account for physical safety of victims.

Applications that propose training and/or technical assistance activities that fail to account for victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely.

### **Out-of-Scope Activities**

OVW has determined the activities listed below to be out of the program scope. Applications that propose out-of-scope activities may receive a point deduction during the review process.

Applications that are determined to be substantially outside the scope of the Technical Assistance Program will not be considered for funding. The following activities are out of scope and will not be supported by the Technical Assistance Program funding:

- Research projects (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/grantees.html#s1>).

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by the Technical Assistance Program grant funding. Applications that propose unallowable activities may receive a point deduction during the review process. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

## **How to Apply**

This section describes how an application should be submitted. Applicants should anticipate that failure to meet all registration and submission deadlines will result in their application being removed from consideration. It is the responsibility of the applicant to ensure that the application is submitted by the deadline.

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<sup>2</sup> If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section on "VAWA Non-Discrimination Provision" under "Post-Award Requirements" on page 28.

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf, or as an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with **Grants.gov** immediately, but no later than February 13, 2014.

Applicants must be registered and current with the SAM registration and with Grants.gov prior to submitting an application. It is strongly recommended that applicants begin the registration process immediately, but no later than February 13, 2014 in order to ensure that the registration process is completed and any difficulties are resolved well in advance of the application deadline. **It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. After application submission, AORs should closely monitor their emails for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission.**

**Please note that the Grants.gov notification process is automatic. OVW does not send out these notifications, nor does OVW receive a copy of these notifications. It is the responsibility of the applicant to notify OVW of any problems with the application submission process. Please see “Experiencing Unforeseen Technical Issues” on page 16 for information on the steps applicants must follow if corrective action must be taken.**

#### **Application Registration Requirements**

It is very important that all applicants read this section carefully. Applicants that do not complete all the steps in registering and submitting their application by the due date will not be considered for funding. Applicants are responsible for ensuring their applications are complete at the time of submission. OVW will not contact applicants for missing items.

Each applicant must obtain a Data Universal Numbering System (DUNS) number, be registered in the System for Award Management (SAM) and submit their application online via either Grants.gov or the Grants Management System (GMS) according to the instructions. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems. Applicants should ensure that the DUNS number for the application is for an organization that is eligible to apply for the grant program. Also, only the organization that is registered in SAM may use that DUNS number and Grants.gov registration to submit an application.

#### System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

*Step 1:* Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.

*Step 2:* Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

*Step 3:* Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status. (Applicants formerly used the Central Contractor Registration (CCR) database).**

#### Grants.Gov

After applicants obtain their DUNS number and register with SAM, they can begin the Grants.Gov registration process. In order to apply for a grant, the applying organization must complete the Grants.gov registration process prior to beginning an application for a federal grant. Complete instructions can be found at [www.grants.gov](http://www.grants.gov). **The registration process can take between three and five business days or as long as four weeks if all steps are not completed in a timely manner.** Please note that Grants.gov is not the Office of Justice Programs' (OJP) Grants Management System (GMS) through which OVW discretionary program applicants have submitted applications in previous years. If applicants experience difficulties at any point during this process, they may call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, and space. The applicant should ensure that only allowable characters are included. Grants.gov will not accept an application if it includes file names that use disallowable characters. OVW strongly suggests using simple titles for all documents, such as "FY 2014 OVW Project Narrative." Please note that file names are limited to 50 characters. GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." Please visit the Grants.gov website to review the most up-to-date guidelines about the use of specific characters.

The E-Business Point of Contact (E-Biz POC) within the applicant's organization must register the organization with Grants.gov. The E-Biz POC oversees the organization's Grants.gov transactions and assigns the AOR. The AOR submits the application to Grants.gov and must register with Grants.gov as well. In some cases the E-Biz POC is also the AOR for an organization.

- *Step 1:* Go to [Grants.gov](http://Grants.gov). Mouse over the "APPLICANTS" drop down and click the "Organization Registration Link".
- *Step 2:* Register with SAM
- [Step 3: Username & Password](#)
- [Step 4: AOR Authorization](#)



- [Step 5: TRACK AOR STATUS](#)

**The application process can move forward once the organization successfully registers with Grants.gov.**

#### *Downloading a Grant Application Package*

An applicant may download the application package to complete it offline and route it through the applying organization for review before final submission.

Applicants must use the correct version of Adobe software in order to download the grant application. To verify if the Adobe software version is compatible with Grants.gov, visit the following link: <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency-specific instructions are available for download when the application package is downloaded. The instructions identify the required information for a complete application.

#### *Completing the Grant Application Package*

The applicant must manually save changes to the grant application. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

#### *Submitting the Completed Grant Application Package*

Log on to Grants.gov. After the application is fully completed, errors are corrected, and the application is saved, click the "Save & Submit" button on the cover page. The application package will be automatically uploaded to Grants.gov.

**Reminder:** To ensure a successful application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline. AORs should closely monitor their email for any notification from Grants.gov about a possible failed submission. The AOR will receive a minimum of two emails from Grants.gov.

A confirmation screen will appear once the submission is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the official date and time of the submission. Applicants must record the tracking number if technical support is needed. The Grants.gov Help Desk can be reached at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except closed for federal holidays.

#### **Applicants without Internet Access**

Applicants without Internet access, who cannot submit an application electronically, must contact **Tosha Preston** no later than February 13, 2014 to request permission to submit an application by alternative means.

#### **OVW Policy on Duplicate Applications**

If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

### **Experiencing Unforeseen Technical Issues**

As previously stated, applicants should begin the **registration process** immediately, but no less than **February 13, 2014**. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow for sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseen technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact **the Grants.gov Customer Support Hotline at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except closed for federal holidays.**

If an applicant experiences unforeseen technical issues that prevent them from submitting an application by the deadline, they must take the following actions:

- contact the Technical Assistance Program at **(202)307-6026** or at **OVW.TechAssistance@usdoj.gov** prior to the application deadline stating that they are experiencing unforeseen technical issues; and
- contact the technical support number above prior to deadline.

**Within 24 hours after the deadline**, the applicant must again contact the Technical Assistance Program at **(202)307-6027** or **OVW.TechAssistance@usdoj.gov** to request approval to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide a **Grants.gov** Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues with the Helpdesk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified, the application will be rejected as late.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow GMS or Grants.gov instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

### **OVW Policy on Late Submissions**

OVW offers several options for applicants to provide advance notice to OVW if receipt of their application will be delayed due to a temporary lack of Internet access, other technical difficulties, or geographic isolation. If applicants do not provide advance notice to OVW about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined above, late submission may be considered. Extension of deadlines is not guaranteed.

### **Extraordinary Natural or Manmade Disasters**

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late by sending an e-mail to the contact listed in the solicitation. The message should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time.

## Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding. Should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. OVW will not contact applicants for missing items.

**Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**

### Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper
- One-inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than **12** pages for the Targeted Technical Assistance Project Narrative, and no more than **18** pages for the Comprehensive Technical Assistance Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt)
- Headings and sub-headings that correspond to the sections identified in the Application Contents section of this solicitation

### Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and will not be considered for funding:

1. Project Narrative
2. Budget Detail Worksheet and Narrative
3. Letters of Commitment and/or Support

In addition to the application being scored on the documents listed above, the Summary Data Sheet will also be scored.

### Summary Data Sheet (5 Points)

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. The Summary Data Sheet does not count toward the page limit for the Project Narrative. Please provide the following information:

- Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency (see page 25 for the definition of the AOR).

- Name, title, address, phone number, and e-mail address for the grant point-of-contact, who must be an employee of the applicant agency.
- Statement as to whether the organization applying will serve as a fiscal agent / sponsor for an organization or organizations that will ultimately implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award if such a description is not already provided in the Who Will Implement section of the application.
- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.
- A list of other Federal grant programs from which the applicant organization currently receives funding or for which it has applied for funding in FY 2014 to do similar work.
- Statement as to whether the applicant is a nonprofit organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.
- Statement as to whether the applicant is a nonprofit organization that holds money in offshore accounts for the purpose of avoiding paying the tax described in section 511(a) of the Internal Revenue Code.
- Statement as to whether the applicant is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure to establish a rebuttable presumption that its executives' compensation is reasonable. If the applicant is not a nonprofit organization or is a nonprofit that does not use the safe-harbor procedure, provide a statement to that effect. For additional information about the safe-harbor procedure, see "Disclosures Related to Executive Compensation" in the Additional Required Information section on page 24.
- The targeted topic area/s or the comprehensive project the application is addressing. Applicants should only address one technical assistance purpose area in a single application.
- The target audience (include which grant program recipient or disciplines will be targeted).
- Duration of the project (i.e., 12, 24, 36 months or five years).
- The award amount requested.
- The percentage of grant activities, should the application be funded, that will address each of the following issues:
  - Sexual assault;
  - Domestic violence;
  - Dating/teen dating violence; and/or
  - Stalking;
- Summary of Current and Recent OVW Projects (if applicable)
  - If the applicant has a current grant award or cooperative agreement under **any** OVW program, or received an award that has been closed within the last 12 months from the date this solicitation closes, the information below **must** be included.
    - Identify all grants by OVW program, award number, and project period.
    - Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
    - Specify the total funds remaining in each grant as of the date of application.

- Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
- Provide justification for remaining funds.
- Estimate the amount of grant funds that will be remaining at the end of the current project period.
- List the number and titles of all full-time and/or part-time positions funded by the award.

Continuation applicants that have a substantial amount of remaining funds at the time of application submission without adequate justification may not be considered for funding in FY 2014.

**Project Narrative (70 Points Total)**

The Project Narrative may not exceed **12** pages for targeted technical assistance applications or **18** pages for comprehensive technical assistance applications, double-spaced. The Project Narrative comprises the following three sections:

**Purpose of Application (10 points)**

This section must include the information below:

- Identification of the targeted or comprehensive technical assistance area the project addresses.
- Identification of the gaps in service provision and/or the justice system response and in technical assistance, as related to the identified topic area.
- Description of the target audience for the technical assistance, including the grant program audience, discipline or profession. Please detail the relationship between the target audience and the stated area of need.
- Estimate of the number of individuals who would receive training and technical assistance under this project.
- Explanation of why OVW grantees from the targeted grant program, discipline or profession would benefit from this technical assistance.

**OVW will not accept applications proposing targeted or comprehensive projects that are not listed on pages 8 - 11 of this solicitation.**

**What Will Be Done (30 points)** This section must include the information below. In doing so, the applicant must provide a clear link between the proposed activities and the need identified in the "Purpose of Application" section.

- State the goals and objectives of the technical assistance proposal.
- Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives.
- Provide a corresponding timeline for the completion of each activity. For applicants applying for a Competitive, Comprehensive Technical Assistance purpose area, provide a detailed timeline for the initial 24-month project period and a general timeline for the remaining 36 months.

- Describe and justify any and all products that will be developed, including a timeline for the development and dissemination of each product. Include a dissemination plan for the products.
- Identify and describe how the proposed technical assistance will be delivered. Examples of delivery methods can include teleconference and videoconference; web-casting; regional or national meetings; focus groups; conferences; train-the trainer sessions; on-site technical assistance. If the applicant proposes on-site assistance with OVW grantees, describe the capacity and experience to do so.
- Describe how the technical assistance provided is accessible to individuals with disabilities and Deaf individuals. The plan must be responsive to the proposed technical assistance delivery methods identified in the application. The applicant and OVW will work together to ensure that the appropriate accommodations are made and to ensure that sufficient funds have been budgeted for this purpose.
- Explain how TA delivery methods are appropriate for the target audience.
- If an applicant proposes to hold any in-person meetings which necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost effective means of obtaining conference logistical services.

**Who Will Implement the Project (30 points)** This section must include the information below. In doing so, the applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities.

- Identify the organizations and individuals who will implement the project and describe the role of each. Provide the percentage of time each individual will devote to the project.
- Describe the capacity of the organization/s to undertake the project.
- Describe the proposed staffing (including consultants) needed for the project.
- List the qualifications and experience of proposed staff/consultants.
- Describe the lead organization's mission.
- Describe the organization's philosophy concerning violence against women, including its understanding of emerging issues and best practices, and activities that compromise victim safety.

### **Proposal Abstract**

The Proposal Abstract should provide a short and accurate summary (no more than 2 pages double-spaced) of the proposed project, including who will be involved with the proposed project, what will be done as primary activities, what products will be produced, the service area where the proposed project will take place and who will be impacted by the proposed project. Applicants should not summarize past accomplishments in this section.

### **Budget Detail Worksheet and Narrative (20 Points)**

All applicants are required to submit a detailed budget and supporting budget narrative. Budgetary requirements vary slightly among programs, and applicants must read the solicitation closely to determine the requirements of the budget and budget narrative for each OVW program.

### **Award Period and Amount**

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. OVW has limited funds

available to support technical assistance, and therefore, **all applicants should be mindful and carefully consider all costs when developing their proposed budgets.**

OVW has the discretion to award cooperative agreements for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

#### Competitive Targeted Technical Assistance Projects

Unless otherwise noted, funding levels for competitive targeted technical assistance projects are as follows:

- Twelve-month projects are eligible for up to \$225,000.
- Twenty-four month projects are eligible for up to \$425,000.
- Thirty-six month projects are eligible for up to \$600,000.

The budget amounts provided above represent caps. Applicants are strongly encouraged to carefully consider the funding necessary to implement a sound technical assistance proposal and to apply for less than the caps wherever possible.

#### Competitive Comprehensive Technical Assistance Projects

Organizations applying for a new five-year comprehensive project should seriously consider the amount of money it will take to implement such a project, clearly present the costs and clearly justify all costs for the project. As mentioned above, FY 2014 applications for five-year comprehensive projects will only budget for the first 24 months of the project.

#### Non-Competitive Comprehensive Technical Assistance Project Supplements

Funding levels for non-competitive comprehensive technical assistance supplemental awards will vary depending on the number of months remaining on the organization's five-year comprehensive TA provider designation and the funding availability of the OVW program(s) from which the project will be supported. Comprehensive technical assistance providers should work with their program specialist to determine the scope of work for this supplemental award.

All projects targeting the STOP Violence Against Women Formula Grant Program, Sexual Assault Services Formula Grant Program or the Grants to State Sexual Assault and Domestic Violence Coalitions Program must include sufficient funds to cover grantee and subgrantee travel expenses for in-person training and technical assistance events.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed. Applicants should be aware that the amount of technical assistance funding available under each program does vary and should take this under consideration when developing their technical assistance proposal (e.g., larger programs may have more technical assistance funds available to serve a larger number of grantees).

#### Budget Requirements

Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support

all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

While OVW discretionary grant programs do not require matching funds, applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget.

A Sample Budget Detail Worksheet is available in **Appendix A**. When preparing the Budget Detail Worksheet and Narrative, please use the Sample Budget Detail Worksheet as a guide and be sure to include all necessary budget categories as outlined in the Worksheet. The budget must adhere to the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>.

#### Federal Financial Guidelines

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>. The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB circulars and guidelines, and the OVW Financial Grants Management Guide. Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

#### Food and Beverage/Costs for Refreshments and Meals

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.



Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

#### Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences
- Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
- Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmq.pdf>.

#### Training and Technical Assistance

All applicants are required to allocate funds in the amount of \$7,500 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applicants from Alaska, Hawaii, and United States Territories should allocate \$9,000 to account for higher travel costs. These specific applicants may exceed the budget caps to account for this increased travel amount. The required set-aside amount may be shared between the applicant and any partnering agency(ies), but the budget must reflect the costs in the appropriate categories. Therefore, an employee's travel costs should be included in the "Travel" category, while travel costs for the partner(s) must be included in the "Consultants/Contracts" category. Label both costs as "OVW Technical Assistance." Include an estimated breakdown for these costs, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. OVW technical assistance is provided free of charge to grantees, so applicants do not need to include registration fees. This amount should equal the full, required set-aside amount listed above.

Please note these funds can **only** be used for OVW-designated technical assistance, unless otherwise approved by OVW. Any training and technical assistance funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all project partners including nonprofit, nongovernmental victim service

providers. Funds may also be used by persons whose positions are not grant-funded as long as that person's roles and responsibilities are linked to the project's overall mission.

#### Program Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

#### Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

#### **Letters of Support and/or Commitment (5 Points)**

Applicants may partner with one or more organizations to ensure the appropriate expertise is available to implement the project successfully. If partnering with other organizations, applicants are required to submit letters of support from those partners. Letters should describe the partners' role in the project, as well as their commitment to the collaboration. Applicants should only submit letters from partners who would receive funding through the award or from organizations who are essential to the implementation of the project. It is strongly recommended that the letters of support not present as form letters written by the applicant and simply signed by the partnering organization/s. Please note that OVW may request a signed Memorandum of Understanding among project partners prior to making an award if it is deemed necessary to clarify the roles and responsibilities of each partner.

In addition, if the applicant has provided technical assistance to OVW grantees in the past, no more than two letters of support should be submitted by an OVW grant recipient who received that technical assistance or training.

## **Additional Required Information**

The following documents will not be scored during the review process but they should be included with your submission. Failure to include any of the information may result in the inability to access funds if your application is selected for funding.

#### **Disclosures Related to Executive Compensation**

Any applicant that is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that its executives' compensation is reasonable, must provide the following: (1) a brief description of the process used for determining the compensation of its officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation (in lieu of a

description, an applicant may submit its written compensation policy); (2) the comparability data used in establishing executive compensation; and (3) contemporaneous substantiation of the deliberation and decision regarding executive compensation. This third element can usually be addressed by submitting minutes from board meetings where compensation was considered and approved.

Applicants that want to learn about best practices for establishing compensation for their executives and the IRS's safe-harbor procedures can find more information through the National Council of Nonprofits, <http://www.councilofnonprofits.org/nonprofit-executive-compensation-policy>.

### **Confidentiality Notice Form**

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at <http://www.ovw.usdoj.gov/docs/conf-acknowledgement.pdf> and must be signed by the authorized representative and uploaded to the application on Grants.gov.

### **Application for Federal Assistance (SF-424)**

Applicants must complete the SF-424 online. In block 7 (Type of Applicant), please do not select "other." Please pay careful attention to the amount of Federal funding requested in box 15 of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values in box 16 ("Recipient") if the program solicitation requires a match. The individual who is listed in box 18 must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

### **Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, signed by the AOR, certifying that Federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to [http://www.ovw.usdoj.gov/docs/nonsup\\_letter.pdf](http://www.ovw.usdoj.gov/docs/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in Grants.gov.

### **Financial Accounting Practices**

Each applicant must prepare a response to the following questions. OVW will review the applicant's responses to assist in evaluating the adequacy of the organization's financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in Grants.gov.

- Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?

- Does the applicant have written accounting policies and procedures? OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
- Is the applicants' financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
- Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
- Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
- Does the applicant have a documented records retention policy? If so, briefly describe the policy.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

#### **Financial Capability Questionnaire (if applicable)**

All nonprofit, nongovernmental organizations that apply for funding from OVW and have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire, and submit it online. Additionally, the applicant may be required to submit their current year's audit report at a later time. The form can be found at [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf).

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. If an applicant needs additional information on this requirement, they may go to <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>. This should be a separate attachment to the application in Grants.gov.

Applicants that do not have a Federally-approved indirect cost rate should budget all project related costs in the direct cost categories. Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information.

#### **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the state has selected this program for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in Block 3 of the Overview section of the GMS application.

## Selection Criteria

Applications will be subject to a peer review and a programmatic review. Applications will be scored based on the degree to which the applicant responds to each section and addresses each element contained within the corresponding section. Furthermore, applications will be scored based upon the quality of the response and the level of detail provided. Each element **must** be addressed in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed as a separate document and will be scored as such.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the OVW Director, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards. All award decisions are final and not subject to appeal.

### Peer Review

OVW will subject all applications to a peer review process that is fair and based on the criteria outlined in this solicitation. OVW may utilize internal review, external review, or a combination of both.

### Programmatic Review

All applications that are considered for funding will be subject to a programmatic review. The programmatic review consists of assessing for scope, activities that compromise victim safety and, if applicable, past performance. OVW reserves the right to deduct points for applications that propose the following:

- Activities that compromise victim safety and recovery (Up to 10 points.)
- Out-of-scope activities (Up to 10 points)
- Past performance review (Up to 30 points)

An application that is deemed to be substantially out of scope, proposes a substantial number of activities that are unallowable, or proposes activities that pose a significant threat to victim safety or a serious breach of confidentiality will not be considered for funding.

As a part of the programmatic review process described above, applicants with current or recent (closed within the calendar year) OVW awards and/or cooperative agreements will be reviewed for past performance based on the elements listed below.

- Progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating timely progress toward meeting project goals and objectives;
- Demonstration that past activities supported with OVW grant funds have been limited to program purpose areas;
- Adherence to all special conditions of existing grant award(s) from OVW;
- Adherence to programmatic and financial reporting requirements, including timely submission of required reports;
- Completion of close-out of prior awards in a timely manner;

- Appropriate utilization and active participation in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current or recent award;
- Receipt of financial clearances on all current or recent grants from OVW;
- Timely resolution of issues identified in any audit or on-site financial or programmatic monitoring visit;
- Adherence to the Office of Management and Budget single-audit requirement; and
- Timely expenditure of grant funds.

OVW grantees with significant past performance issues may not be considered for funding.

### **Compliance with OVW Financial Requirements**

Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf> as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied continuation funding.

### **High Risk Grantees**

Based on DOJ's assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated "high risk." Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

## **Post-Award Requirements**

### **Violence Against Women Act Non-Discrimination Provision**

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2014 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. More guidance on this provision will be forth coming and made available on the OVW website. Additional information on the civil rights obligations of OVW funding recipients can be found in the FY 2014 Solicitation Companion Guide under "Civil Rights Compliance."

### **Reporting Requirements**

All OVW grantees receiving awards are required to submit a semi-annual progress report and quarterly Federal Financial Reports. Appropriate forms will be provided to all applicants selected for an award.

### **Information for All Federal Award Grantees**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each

requirement can be found in the FY 2014 Solicitation Companion Guide at <http://www.ovw.usdoj.gov/grantees.html#s1>.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration

## Public Reporting Burden

### Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. If you have comments regarding the accuracy of this estimate, or suggestions for

making this form simpler, you can write to the Office on Violence Against Women, U.S.  
Department of Justice, 145 N Street, NE, Washington, DC 20530.



## Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. OVW will not contact applicants for missing items. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Legal Assistance for Victims Certification Letter submitted with a Transitional Housing Program Application).

Application Document	Date Completed
1. Letter of Registration	
2. Summary of Current OVW Projects, If Applicable	
3. Summary Data Sheet	
4. Project Narrative	
5. Purpose of the Application	
6. What Will Be Done	
7. Who Will Implement	
8. Proposal Abstract	
9. Budget Detail Worksheet and Narrative	
10. Application for Federal Assistance: SF 424	
11. Standard Assurances and Certifications	
12. Disclosures Related to Executive Compensation	
13. Confidentiality Notice Form	
14. Letter of Nonsupplanting	
15. Financial Accounting Practices	
16. Financial Capability Questionnaire (nonprofits only)	
17. Indirect Cost Rate Agreement (only if the applicant has a current Federally-approved rate)	

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

# **APPENDIX A**

## **Budget Guidance & Sample Budget Detail Worksheet**

# Budget Guidance

*Cost guidance for selected items is provided below to assist applicants in preparing the budget detail worksheet. In developing your budget detail worksheet please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>.*

## Consultants/Contracts

Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace. Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable. Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day. Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If a project is ultimately selected for funding with a budget allocating more than \$650 per day to a consultant, the applicant must provide additional information to OVW for review and approval before consultant costs are incurred.

Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category, including travel-related costs. These costs should not be reflected in the Personnel or Travel categories.

Applicants should follow the same established procurement policies with Federal funds as they would with non-federal funds. All procurement transactions should be awarded in a manner that provides maximum open, free and fair competition, and must follow 28 C.F.R. §66.36 (if a State or local government) and 28 C.F.R. §§ 70.40-70.49 (if a nonprofit, or an institution of higher education). All sole-source procurements (those not awarded competitively) in excess of \$100,000 require prior approval from OVW. This applies to procurements of goods and services, but not to compensation for MOU project partners for time spent working on program objectives.

## Rent

Rental costs are generally allowable under OVW programs. Applicants should list square footage and cost per square foot in the budget. The amount must be based on the space that will be allocated to implement the OVW project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

## Audit Costs

Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 are unallowable. If the applicant agency did not expend \$500,000 or more in federal funds during the organization's fiscal year, the cost of any audit performed may not be charged to the grant.

## Indirect Costs

Applicants that have current, federally-approved, indirect cost rates may seek to claim indirect costs and must submit a copy of their current Federally-approved indirect cost rate agreement with the application. Applicants may choose to waive indirect costs.

Purchase and/or Lease of Vehicles

The purchase and/or lease of vehicles is prohibited under most OVW grant programs, although some programs allow for purchasing vehicles on a case-by-case basis. Please refer to the solicitation for which you are applying to determine whether vehicles can be purchased or leased. If requesting a vehicle, a lease/purchase analysis must be submitted with the application.

Compensation for Partners

In developing the budget, applicants should compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to participate in project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions. If a partner is a State or local governmental agency and the partnership duties are conducted within the course of the agency's "regular" scope of work, applicants do not need to compensate the partner if the partner a) offers this arrangement; and b) an explanation of this arrangement is included in the application.

Non-Federal contributions

Applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative or Memorandum of Understanding (if required). **Applicants should not include supplemental contributions in the budget, budget narrative, or SF-424.**

Applicants are advised that if they voluntarily decide to provide matching funds through the use of in-kind contributions, and include this information in the budget or budget narrative, the voluntary contributions will become a mandatory requirement under the grant award. Grantees that fail to provide sufficient mandatory matching funds through cash or in-kind contributions during the award period may be required to meet their obligation by making a cash payment to the Office on Violence Against Women in order to close out the grant award.

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**Please Note: The following budget is an example intended to assist you in preparing your application budget.**

**A. Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator	\$23,500 x 100% x 3 years	\$ 70,500
Investigator	\$45,000 x 100% x 3 years	\$135,000
Administrative Assistant	\$10/hr. x 20 hrs/month x 36 months	\$ 7,200

The Program Coordinator will coordinate the tribe’s Tribal Governments Program project by organizing regular coordinating council meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

The Investigator is an investigator with the tribal law enforcement agency. She/he will dedicate 100% of their time to investigating cases of domestic violence, sexual assault, dating violence and stalking that occur on tribal lands.

The Administrative Assistant for the project will be a part-time employee. She/he will be compensated at a rate of \$10/hour. The designated time spent on the project will be 20 hours each month providing administrative and clerical support to the staff of the Victim Services Program.

**TOTAL PERSONNEL:     \$ 212,700**

**B. Fringe Benefits** – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker’s Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer’s FICA	\$70,500 x 7.65%	\$ 5,393
Health Insurance	\$70,500 x 6.12%	\$ 4,315

Worker's Compensation	\$70,500 x 1.00%	\$ 705
Unemployment Compensation	\$70,500 x 0.50%	\$ 353
Investigator		
Employer's FICA	\$135,000 x 7.65%	\$10,328
Health Insurance	\$135,000 x 6.12%	\$ 8,262
Worker's Compensation	\$135,000 x 1.00%	\$ 1,350
Unemployment Compensation	\$135,000 x 0.50%	\$ 675
Administrative Assistant		
Employer's FICA	\$ 7,200 x 7.65%	\$ 551
Health Insurance	\$ 7,200 x 6.12%	\$ 441
Worker's Compensation	\$ 7,200 x 1.00%	\$ 72
Unemployment Compensation	\$ 7,200 x 0.50%	\$ 36
<b>TOTAL FRINGE BENEFITS:</b>		<b>\$ 32,481</b>

**TOTAL PERSONNEL AND FRINGE BENEFITS: \$ 245,181**

The tribe is requesting fringe benefits for the Program Coordinator, the Investigator, and the Administrative Assistant.

**C. Travel** – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X per diem). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$500 (avg.) x 3 people x 4 trips	\$ 6,000
		Lodging	\$100 (avg.) x 3 nights x 3 people x 4 trips	\$ 3,600
		Per diem	\$ 50 (avg.) x 4 days x 3 people x 4 trips	\$ 2,400

\$12,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The remaining amount of \$8,000 has been allocated for partner travel and can be found in Section G of this form. The sites of the training sessions are unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

**TOTAL TRAVEL: \$ 12,000**

**D. Equipment** – List non-expendable items that are to be purchased. (Note: Organization’s own capitalization policy for classification of equipment should be used.) Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
(2) Video Cameras	\$750/camera x 2 cameras	\$ 1,500

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, dating violence, sexual assault, and stalking.

**TOTAL EQUIPMENT: \$ 1,500**

**E. Supplies** – List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, printer, toner, pens, etc.)	\$150/month x 36 months	\$5,400
Postage	\$ 50/month x 36 months	\$1,800
75 Victim Assistance Kits	\$ 25/kit x 75 kits	\$1,875

Office supplies and postage are needed for the general operation of the program. The Victim Assistance Kits will be provided to victims of domestic violence, dating violence, sexual assault, and stalking who seek assistance from the program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other programs. We estimate that at least 75 kits will be needed.

**TOTAL SUPPLIES: \$ 9,075**

**F. Construction** – As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
<b>TOTAL CONSTRUCTION:</b>		<b><u>\$ 0</u></b>

**G. Consultants/Contracts** – Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from the Office on Violence Against Women.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Consultant /Trainer	Sexual Assault Training	\$650/day x 3 days	\$ 1,950
Part-Time Prosecutor	Prosecution	\$50/hr. x 20 hrs./month x 36 months	\$ 36,000

A Consultant/Trainer will provide a three day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and elder abuse.

The tribe will hire a Part-Time Prosecutor. The Part-Time Prosecutor will be compensated at an hourly rate of \$50/hour. The Part-Time Prosecutor will spend 20 hours each month prosecuting crimes related to domestic violence, dating violence, sexual assault, and stalking.

**Subtotal Consultant Fees: \$ 37,950**

Consultant Travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-Mandated Training and Technical Assistance	TBD	Airfare	\$550 (avg.) x 2 people x 4 trips	\$ 4,400
		Lodging	\$100 (avg.) x 3 nights x2 people x 4 trips	\$ 2,400
		Per diem	\$ 50 (avg.) x 3 days x 2 people x 4 trips	\$ 1,200
		<b>Subtotal OVW-Mandated Training:</b>		
Delivery of Sexual Assault Training	Tribe's Reservation	Airfare	\$500 (avg.) x 1 person x 1 trip	\$ 500
		Lodging	\$ 50 (avg.)/night x 2 nights	\$ 100
		Per diem	\$ 35 (avg.)/day x 3 days	\$ 105
<b>Subtotal Sexual Assault Training:</b>			<b><u>\$ 705</u></b>	
<b>Subtotal Consultant Travel:</b>			<b><u>\$ 8,705</u></b>	



\$8,000 of the required \$20,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel for staff of the tribe in accordance with program guidelines. The sites of the training sessions are unknown at this time.

Funds have also been allocated to pay for the Consultant/Trainer to travel to the reservation to provide sexual assault training.

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell Phone Service	\$ 75/month x 36 months	\$ 2,700
Equipment and Rental Lease	\$300/month x 36 months	\$10,800

**Subtotal Contracts: \$ 13,500**

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

Equipment to be rented and/or leased includes the copier and printer. The copier and printer costs are allocated based on historical usage

**TOTAL CONTRACTS AND CONSULTANTS: \$ 60,155**

**H. Other Costs** – List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875
Crisis Hotline	\$ 75/month x 36 months	\$ 2,700
Brochures	\$ .25/brochure x 1,000 copies x 2 Titles	\$ 500
Rent	\$1.50/sq. foot x 1,000 sq. feet x 36 months	\$54,000
Utilities	\$200/month x 36 months	\$ 7,200
Housing Assistance	\$500/family x 12 families/year x 3 years	\$18,000



**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$212,700
B. Fringe Benefits	\$ 32,481
C. Travel	\$ 12,000
D. Equipment	\$ 1,500
E. Supplies	\$ 9,075
F. Construction	\$ 0
G. Consultants and Contracts	\$ 60,155
H. Other Costs	\$ 84,900
	<b>Total Direct Costs \$412,811</b>
I. Indirect Costs	\$ 28,183
	<b>TOTAL PROJECT COSTS <u>\$ 440,994</u></b>
Federal Share Requested	\$ 440,994
Non-Federal (Match) Amount	\$ 0

## **APPENDIX B**

### **Sample Letter of Registration**

# [Applicant Letterhead]

[Date]

Director  
Office on Violence Against Women  
145 N Street NE  
Suite 10W.121  
Washington, DC 20530

Dear Director:

This letter serves to certify that [Insert Applicant Name] is registered and current with the System for Award Management (SAM). [Insert Applicant Name] registered/verified registration on [Insert Verification Date]. The SAM registration for [Insert Applicant Name] will expire on [Insert Expiration Date].

**First Time Grants.gov Users ONLY** - I understand that in order to submit an application for the FY 2014 Technical Assistance Program, [Insert Applicant Name] must be registered with Grants.gov. I certify that [Insert Organization Name] began the registration process with Grants.gov on December 19, 2013.

**OR**

**Repeat Grants.gov Users ONLY** – I understand that upon application submission in Grants.gov the Authorized Organization Representative (AOR) will receive a minimum of two email messages. One will confirm receipt of the application package. The other will either notify the AOR that the application was successfully submitted, or it will notify the AOR that there was an error with the application submission. In order to successfully receive notifications from Grants.gov, all information listed in Grants.gov must be current and active. [Insert Applicant Name] verified that all information listed in Grants.gov (Name and contact information for the AOR, organization address, etc.) is current and active on [Insert Date].

Sincerely,

[Authorized Organization Representative]

# **APPENDIX C**

## **Disclosures Related to Executive Compensation**

**Disclosures Related to Executive Compensation**  
**Sample Cover Letter**  
[Applicant Letterhead]  
[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10W.121  
Washington, DC 20530

Dear Director:

The **[Applicant]** is a nonprofit organization that uses the Internal Revenue Service's three-step safe-harbor procedure for establishing a rebuttable presumption that our executives' compensation is reasonable. Therefore, I am submitting the following information to you, as required by the Violence Against Women Reauthorization Act of 2013:

(1) a brief description of the process used for determining the compensation of our officers, directors, trustees, and key employees, including the independent persons involved in reviewing and approving such compensation;

**[or, if relevant]:** (1) a copy of our written policy for determining the compensation of our officers, directors, trustees, and key employees, which includes the independent persons involved in reviewing and approving such compensation;]

(2) the comparability data used in establishing executive compensation; and

(3) contemporaneous substantiation of the deliberation and decision regarding executive compensation.

Sincerely,

**[Applicant's Authorizing Official]**

Attachments